

---

Revised Road Naming  
Procedures



Tūmeke Pōneke  
Wellington City Council

---

August 2002

## CONTENTS

<b>1</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2</b>	<b>RESPONSIBILITY FOR IMPLEMENTING THE PROCEDURES .....</b>	<b>3</b>
<b>3</b>	<b>WHAT DO THE PROCEDURES AIM TO ACHIEVE? .....</b>	<b>3</b>
<b>4</b>	<b>WHAT IS THE SCOPE OF THE PROCEDURES? .....</b>	<b>4</b>
<b>5</b>	<b>HOW WILL THE PROCEDURES WORK?.....</b>	<b>4</b>
5.1	<i>Identification of a New or Currently Unnamed Road for Naming.....</i>	<i>4</i>
5.2	<i>Request to Change the Name of an Existing Road .....</i>	<i>6</i>
5.3	<i>Council’s ‘List of Approved but Unallocated Road Names’ .....</i>	<i>6</i>
5.4	<i>Review of the List .....</i>	<i>7</i>
<b>6</b>	<b>ROAD NAME SIGNS .....</b>	<b>7</b>
	<b>PART A: DECISION-MAKING FRAMEWORK FOR ALLOCATING A ROAD NAME .....</b>	<b>8</b>
	<b>PART B: PROCESS FOR RENAMING AN EXISTING ROAD .....</b>	<b>16</b>
	<b>PART C: DECISION-MAKING FRAMEWORK FOR ADDING A NAME TO THE ‘LIST OF APPROVED BUT UNALLOCATED ROAD NAMES’ .....</b>	<b>19</b>

## **1 INTRODUCTION**

Wellington City Council is responsible for naming (and renaming) roads within its boundaries.<sup>1</sup> Roads are named to reflect the identity of the local area and/or the city and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

Road naming in Wellington City has been governed by the *Procedures for Road Naming* since 1996. The procedures were created as Council recognised it required a system for responding quickly to requests for new road names, outside of Council's formal committee process.

The 1996 procedures are revised in this document to provide a comprehensive resource for elected members, Council officers and the public, that clearly outlines the three main processes relating to road naming:

- Process for allocating a name to a road – *Part A*
- Process for renaming an existing road – *Part B*
- Process for including a road name on the 'List of Approved but Unallocated Road Names' – *Part C*.

These revised procedures also take into account Council's obligations under the Treaty of Waitangi and the importance of Council's Memoranda of Understanding with its Treaty partners Wellington Tenth Trust and Te Runanga o Toa Rangatira Inc.

## **2 RESPONSIBILITY FOR IMPLEMENTING THE PROCEDURES**

The Council's City Information business unit is responsible for implementing these procedures. All enquiries should be directed to the unit by telephoning (04) 499 4444, emailing [info@wcc.govt.nz](mailto:info@wcc.govt.nz) or writing to:

City Information  
Wellington City Council  
P O Box 2199  
WELLINGTON

## **3 WHAT DO THE PROCEDURES AIM TO ACHIEVE?**

The aim of these procedures is to clearly outline the processes for approving and allocating names to new and currently unnamed roads and for renaming existing roads.

---

<sup>1</sup> The authority for naming roads comes from Section 319A of the Local Government Act. Section 17 of Council's Consolidated Bylaw also covers road naming.

## **4 WHAT IS THE SCOPE OF THE PROCEDURES?**

The procedures apply to new or currently unnamed roads, including roads with existing names that are not officially recognised.

For the purposes of these procedures, the definition of a “road” includes:

- any road that is currently named as a “road”, “street”, “lane”, “avenue”, “drive”, “way”, “crescent” or any other “road type” name.
- places that need a name as they need to be identified within an official address. This includes private rights of way, state highways, service lanes, pedestrian accessways, wharves and courtyards. It does not include motorways.<sup>2</sup>

## **5 HOW WILL THE PROCEDURES WORK?**

The procedures will be applied when:

- a new subdivision is created
- a road is created by a process such as a gazette notice
- a request is received to name a new or currently unnamed road
- a request is received to rename a road
- a request is received to have a name approved for use as a potential road name.

### ***5.1 Identification of a New or Currently Unnamed Road for Naming***

City Information will primarily be aware that a road needs to be named when:

- Council’s Environmental Control Business Unit (ECBU) is approached by a developer requesting a resource consent for a new subdivision, or
- a developer approaches City Information directly requesting that a name be allocated.

When a new or unnamed road is identified, Council will use the decision-making framework outlined in Part A of these procedures to determine an appropriate name.

#### **5.1.1 Private rights of way**

To ensure names are easily identifiable on maps, a private right of way will usually only be named if at least 12 dwellings use the right of way. However, the final decision on whether or not a right of way will be named will be made at the discretion of City Information.

#### **5.1.2 Roads on areas of significance to Maori**

In general, if the unnamed road is on or near a Maori heritage precinct, site or track, and an appropriate Maori name for the road can be identified, City Information will give precedence to the iwi’s name for the road.

---

<sup>2</sup> Suburbs and subdivisions are also to be covered under a separate policy, to be developed in 2002.

A Maori heritage precinct, site or track will usually be determined from the Council’s District Plan. However, if Council staff have reason to believe that the area may be of significance to Maori, but the area has not yet been identified as a significant area, Council staff will also consult with manawhenua on an appropriate name.

### **5.1.3 Thematic names**

In general, if the road is situated in suburb that has a predominant naming theme, City Information will give precedence to a name following that theme.

The suburbs that are currently considered to have a predominant naming theme are:

<b>Suburb</b>	<b>Theme</b>
Brooklyn	American political figures
Hataitai	Maori names (predominantly flora and fauna)
Island Bay	European rivers
Karori	Old residents
Khandallah	Indian
Ngaio	Old residents
Redwood (Tawa)	Oxford Colleges
Strathmore	Associations with the Earl of Strathmore’s Estate
Wadestown	Early Settlers
Wilton	English counties
Woodridge	Arboreal

This list may change as

- new themes become established (for example, specific Maori name themes may become established as areas of significance to Maori increasingly come to reflect the Maori heritage of that area)
- themes may lose predominance because of the number of exceptions.

### **5.1.4 Exceptional circumstances**

In the circumstance that a road to be named is situated in a suburb with a predominant naming theme as well as being situated on or near an area that is of significance to iwi, officers will make a recommendation to the Chair of the Regulatory Committee and the local ward Councillor based on the weighted criteria outlined in section 4 of Part A.

### **5.1.5 Name to remain in perpetuity**

Once a road name is allocated and formal notice has been made to the relevant agencies (for example, the Wellington Regional Council (WRC) and Land Information New Zealand), the name will remain in perpetuity. Any further change to the road name will be subject to the Special Order process, as outlined in Part C of these procedures.

### **5.1.6 Allocating an appropriate name**

Names for approval and allocation are considered by the Chair of the Regulatory Committee and a local ward Councillor (to be identified by City Information).

If the two Councillors are unable to decide which name would be most appropriate, a report will be forwarded to the Regulatory Committee for final decision.

The decision of the Chair of the Regulatory Committee and the local ward Councillor or the committee (if the decision is referred to this forum) shall be final and there is no right of appeal.

### **5.1.7 Formalising “unofficial” names**

Where a road name has been used unofficially for many years, the name is appropriate, and has clearly been accepted by the public, then the name can be formally approved by the Manager of City Information upon the recommendation of two members of City Information.

## **5.2 Request to Change the Name of an Existing Road**

The decision-making framework for renaming will be applied when:

- a member of the public requests that a road name be changed
- the emergency services, Council or Councillors propose a name change.

In both cases, Council will usually only consider changing the name if a significant majority of the residents or business owners in the road support the proposed change or there is significant public benefit in making the change, especially for emergency services.

The process for changing the name of an existing road is detailed in Part B of these procedures.

## **5.3 Council’s ‘List of Approved but Unallocated Road Names’**

Unallocated potential road names for Wellington City are kept on the Council’s ‘List of Approved but Unallocated Road Names’. Part C of these procedures outlines the process for having a name approved and added to the list.

The list is maintained by City Information and given to WRC. WRC also holds similar lists for the other territorial local authorities within the Wellington Region. Councils that wish to allocate a name to a road contact WRC with the proposed name, to ensure that it is not already in use or reserved for use by another Council. This ensures that duplication of road names is avoided (for such reasons as public safety, as it ensures clarity for emergency services).

Names approved for addition to the ‘List of Approved but Unallocated Road Names’ will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be joined into one road or a road may be permanently closed. In both of these cases, the road name(s) may be included back on the list for potential reallocation, usually for a new or renamed road in the same general area.

#### **5.4 *Review of the List***

The Regulatory Committee will be given a report once a year that provides a copy of the current list and a reminder that Councillors can suggest new names, at any time, to City Information.

The Chair of the Regulatory Committee and one other Councillor can also decide to remove any of the names. A reason for removing a name would be if it had been on the list for many years, and appeared unlikely to be used in the foreseeable future or if the name was no longer deemed appropriate for use as a road name.

### **6 ROAD NAME SIGNS**

The guidelines for road naming signs are outlined in a separate document held by Council's Roading Operations business unit.

## **PART A: DECISION-MAKING FRAMEWORK FOR ALLOCATING A ROAD NAME**

### **1. STEPS IN THE DECISION-MAKING FRAMEWORK**

The following process describes the decision-making framework (outlined in Diagram 1) for allocating a name to a new or previously unnamed road.

#### **Step 1 Unnamed road identified**

City Information will usually be informed of an unnamed road by ECBU, once they are approached by the developer for a resource consent, or by the developer directly.

#### **Step 2 Consultation**

City Information will consider if there is an appropriate name for the road, taking into account input from Council's manawhenua partners and the road's developer.

- **Council's Manawhenua Partners**

City Information will consult with manawhenua if:

- the road is on or near a Maori heritage precinct, site or track as outlined in the Council's District Plan, or
- Council staff have reason to believe the area surrounding the road may be of significance to iwi, or
- the proposed name for the road is likely to be significant to manawhenua.

If the area is of significance to iwi, City Information will seek input from the Wellington Tenth's Trust and Te Runanga o Toa Rangatira Inc on the significance of the area. The manawhenua will be requested to identify an appropriate name for the road. Written justification of significance will be requested if Council does not currently hold this information.<sup>3</sup>

- **The Developer**

The developer may wish to:

- suggest a name off Council's 'List of Approved but Unallocated Names' (the process for allocating a road name is likely to be much quicker if the name has already been approved by Council), or
- recommend a new name that has not already been approved. In doing this, the developer may wish to consult with people who are connected to the local area, such as:
  - Local historians
  - Local community groups
  - Community Boards (Makara/Ohariu and Tawa) in their respective areas
  - Members of the public.

---

<sup>3</sup> See "Nga Waahi Taonga O Te Whanganui a Tara" published by the Council's District Plan Team, which provides an inventory of the information currently held on Maori sites.



### **Timeframe**

Should Council's manawhenua partners and the developer wish to suggest a name, they will be asked to provide details within two weeks of the request for suggestions.

### **Step 3 Wellington Regional Council check name**

Names will be given to WRC to check against the lists they hold of all road names currently used and reserved for use by Councils throughout the Wellington region.

WRC will recommend that the name be declined if it is:

- the same as one already in use or reserved for use by another Council
- already in use and only the road type is different (for example, Huia Road might exist and the suggested name is Huia Crescent).

### **Step 4 Name assessed**

Officers determine the appropriateness of the suggested name (or names) against the style guide and approval criteria (outlined in sections 2 and 3 of this decision-making framework).

### **Step 5 Maori names**

If the name is a Maori name, but not one chosen by the iwi, then the name will be checked through a Maori language service to ensure that it is not offensive to manawhenua and Maori and is spelt and interpreted correctly.

A Maori name suggested by the manawhenua under Step 2 will be deemed to be spelt and interpreted correctly.

### **Step 6 Choosing the most appropriate name**

If more than one name is suggested through consultation with manawhenua and the developer, City Information will determine the most appropriate name based on the guidelines provided in section 4 of this decision-making framework.

Where both an English name and a Maori name have been suggested, a joint English/Maori name will not generally be considered. This is because road naming signs need to be easily read by a driver who is travelling at the given speed for an area. A joint name may result in a road sign being unclear or confusing.

### **Step 7 Report given to two Councillors**

City Information will write a report for the Chair of the Regulatory Committee and a local ward Councillor (to be identified by City Information) providing a recommendation on the most appropriate name for the road. Where more than one name is suggested, City Information will provide information on the alternative names and give the reasons for recommending one name over the others.

If a developer does not agree with City Information's recommendation, that information will be included in the report. The developer will be informed that they may lodge a written objection which will be forwarded with City Information's recommendation to the Councillors.

Compelling reasons why City Information may not recommend a suggested name could include:

- the name either duplicates or sounds similar to a road name already allocated in either Wellington City or the Wellington region
- the name is the same as that of a park or suburb in another part of the city
- the name is offensive
- the name would be more appropriately allocated in another area of Wellington
- the name has been reserved for use by another Council within the Wellington Region
- WRC recommends that the name should not be used.

All recommendations will be based on one member of City Information recommending the name and two other members agreeing to it.

### **Step 8      Referred to Regulatory Committee**

If the two Councillors are unable to decide if the name is appropriate, it will be referred to the Regulatory Committee for consideration.

### **Step 9      Name allocated**

If the Councillors (or committee, if appropriate) approve the name, City Information will allocate it by informing WRC, Land Information New Zealand (LINZ) and the Electoral Office of the new name.

## **2. STYLE GUIDE FOR NAMES**

To ensure a consistent standard of road naming, the following style guide should be applied:

1. Possessive forms (for example John Smith's Road) should be avoided except if they destroy the sound of the name or change the descriptive application. The apostrophe should not be used.
2. In general hyphens should be avoided. Preferably, the name should be written either as one word or as separate words. Hyphens should be retained for Maori names if the removal of the hyphen would change the meaning of the name.
3. Words should be spelt correctly. (Note: Where an incorrect name has become established by local usage the Council may in its discretion retain the incorrect form. See Part B: *Renaming an Existing Road* for the occasions when an incorrectly spelt road name can be renamed.)
4. Diacritical marks such as macrons will not be used, to ensure the clarity of signs is maximised.
5. Full names will only be used where the name is of a reasonable length. Full names that are longer than 15 letters (including the space between the names) will not usually be considered. In these instances, consideration will be given to using only the surname.
6. In general the "road type" of a road will reflect the public/private nature of a road or the geography of the area. For example, a private right of way may be called a "Way".

### **3. APPROVAL CRITERIA**

All recommended road names must meet the following approval criteria:

1. The name is not considered to be in poor taste or likely to cause offence.
2. The name is not difficult to pronounce and/or cannot be misheard or misread to be the same as a current road name in Wellington city.
3. The name is not already being used elsewhere in the city; for example, for a road, park or suburb. However, if a park has the same name and it adjoins the road, then the name may be used.
4. The name has significant local content or meaning. The name should reflect one of the following:

#### **A. Traditional or Appropriate Maori Name**

The traditional Maori name in an area that is recognised, or believed to be, a Maori heritage precinct, site or track, by the Council's manawhenua partners.

#### **B. An Established Theme**

If a naming "theme" is already established in a suburb, the names for that suburb should remain consistent with the theme.

#### **C. Historical Person or Event**

The name of a notable person or event from early history should ideally have a local association with the area. At the very least, the name should have a Wellington association. For example, they could be settlers or early notable people or events. Naming after persons living or recently deceased should generally be avoided.

#### **D. Significant feature**

It is appropriate to name a road after a significant feature in the area (for example, geographical feature, landscape, flora, or fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).

#### **E. Personal name (surname) for special service**

This can be for conservation, sport, community service or other sphere of activity with local association which can be duly recognised. Naming after persons living or recently deceased should generally be avoided.

#### **F. Published name in any work**

If the area has a local/popular use name that has been used in a published work and the work is considered as authoritative by Council, then that name may be appropriate for the road. However, the name will not be considered to be official by virtue of it being published.

**G. Cultural Significance other than Maori**

If the area is significant to a culture other than Maori, written evidence of the significance must be provided.

## 4. WEIGHTING THE NAMES

### 4.1 *Areas of Significance to Maori and Thematic names*

As outlined in sections 5.1.2 and 5.1.3 of these procedures, two main considerations for naming are:

- whether or not the area surrounding the road is recognised as a Maori heritage precinct, site or track (criterion A on the previous page), or
- if the new road is placed within an area with a predominant naming theme (criterion B on the previous page).

Should either of these considerations apply, the recommended name will usually be the one that is respectively either chosen by the manawhenua or is the best fit with the theme.

Where both of these considerations apply, City Information will use the weighted criteria below to provide a recommendation to the Chair of the Regulatory Committee and the local ward Councillor for decision. If the two Councillors are unable to decide which name would be most appropriate, a report may be forwarded to the Regulatory Committee for the committee to make the final decision.

### 4.2 *Other Roads*

When more than one name is suggested for a road, and the road does not fit into either criterion A or B, then City Information will compare the names against each other using the weighting framework in the below table. The weighting reflects the relative importance of the criteria and enables names to be ranked in order of merit, with the highest scored being the highest ranked.

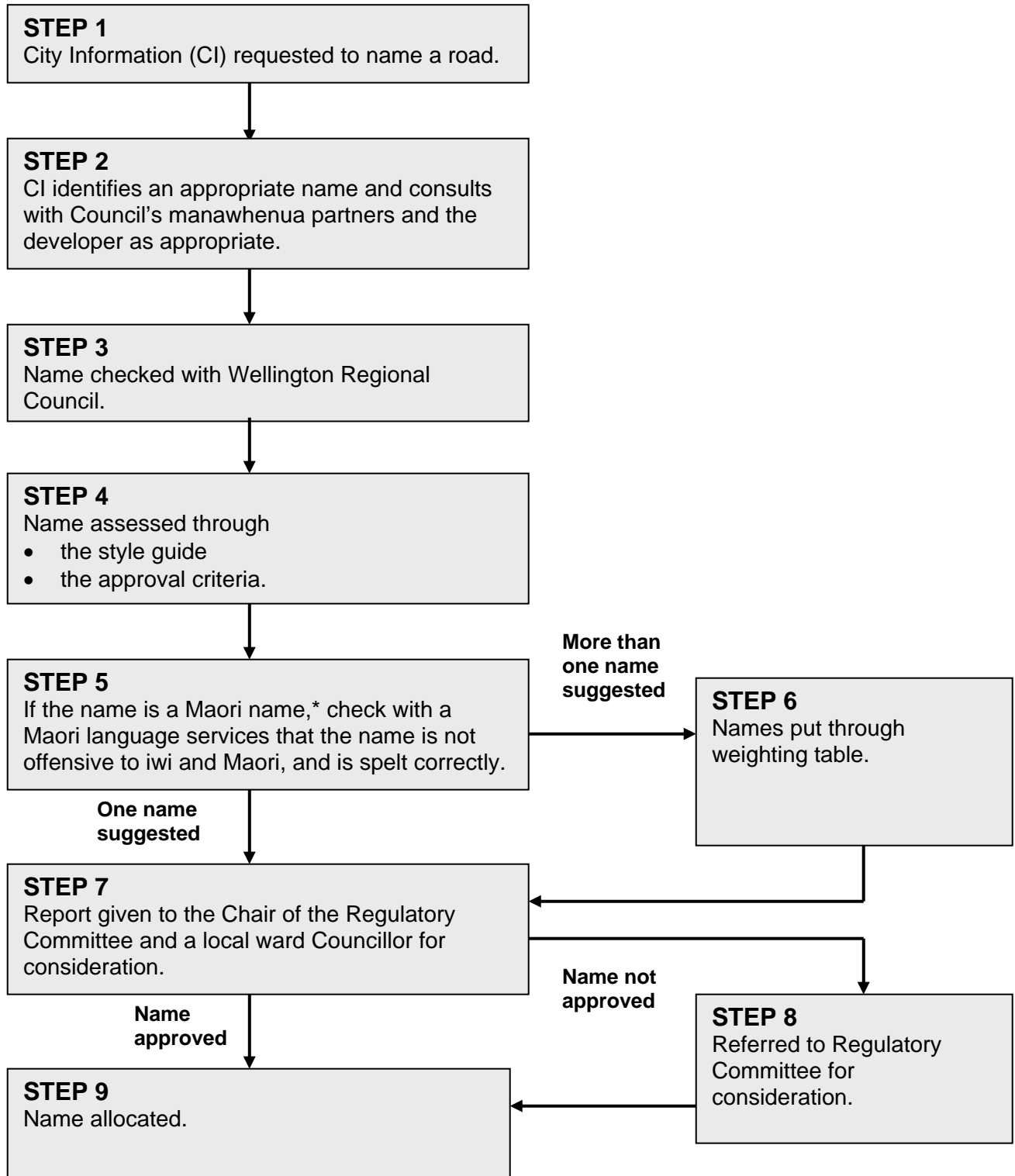
**Table 1: Weighting of Criteria**

<b>Criterion</b>	<b>Weighting</b>
C. Historical Person or Event *	Medium 2
D. Significant feature	Medium 2
E. Personal name (surname) for special service *	Low 1
F. Published name in any work	Low 1
G. Cultural Significance	High 3
<b>Score</b>	

\*Note that there may be more than one name suggested. If so the officer responsible will need to make an assessment on the relative merits of each name under the same criterion with regard to the following:

- extent of local knowledge about person or event
- contribution to area of interest.

**DIAGRAM 1: DECISION-MAKING FRAMEWORK FOR ALLOCATING A NAME TO A ROAD**  
(Where the name is not already on the approved but unallocated list)



\*This does not include Maori names suggested by iwi under step 2. These names shall be considered correct.

## **PART B: PROCESS FOR RENAMING AN EXISTING ROAD**

The following process describes the decision-making framework for renaming a road (outlined in Diagram 2).

### **1. REASONS TO RENAME A ROAD**

Appropriate reasons for renaming a road would be:

- the name is duplicated in another suburb of Wellington or within the Wellington region
- two or more roads have been joined
- a current road is significantly realigned to the extent that a new name would be appropriate
- two or more roads follow each other and it is not clear where the road changes its name
- the name has been incorrectly spelt
- the road is commonly known by a different name.

It is not, however, Council's aim to rename all existing roads where one of these reasons applies. Changing a name can be very disruptive for residents who may have lived in the road for many years and businesses, which may have used the name in publications and advertising. However, all requests for renaming will be given due consideration.

### **2. THE PROCESS FOR RENAMING A ROAD**

Road renaming requires a Special Order procedure to be undertaken.<sup>4</sup> The full process should proceed as follows:

#### **Step 1 Request to rename a road**

The request to change a name is received – information and background as to why the road should be renamed is included with details on the proposed name (for example, the history of the name).

#### **Step 2 Consultation**

If it is not residents or business owners suggesting the proposed change, they will be consulted on the change. City Information will write to the residents requesting their feedback.

Manawhenua will be consulted under step 3.

#### **Step 3 Assess proposed name**

City Information assesses the proposed name through the decision-making framework outlined in Steps 2-6 of the decision-making framework for allocating a road name (Part A of these procedures). These steps include consulting with the manawhenua and forwarding the name to WRC for their consideration.

---

<sup>4</sup> As outlined in Section 315 of the Local Government Act 1974.



**Step 4      Report to Regulatory Committee**

City Information prepares a report for the Regulatory Committee, recommending that Council undertake a Special Order process to change the name of the road.

**Step 5      Report to Council**

If agreed by the Regulatory Committee, the Special Order process is forwarded to Council for consideration.

**Step 6      Public notices**

If approved by Council, the road name change is advertised in public notices twice and copies of the proposed change are circulated to the service centres and libraries for public consultation. The notices include the advice that oral submissions on the name change may be made to the Regulatory Committee. The appropriate venue, date, time and contact person are also to be included.

**Step 7      Submissions**

Submissions are received and evaluated.

**Step 8      Final report to Regulatory Committee**

The final report goes to the Regulatory Committee for consideration, including the written submissions received and the evaluation of the submissions. Oral submitters are also invited to attend the meeting.

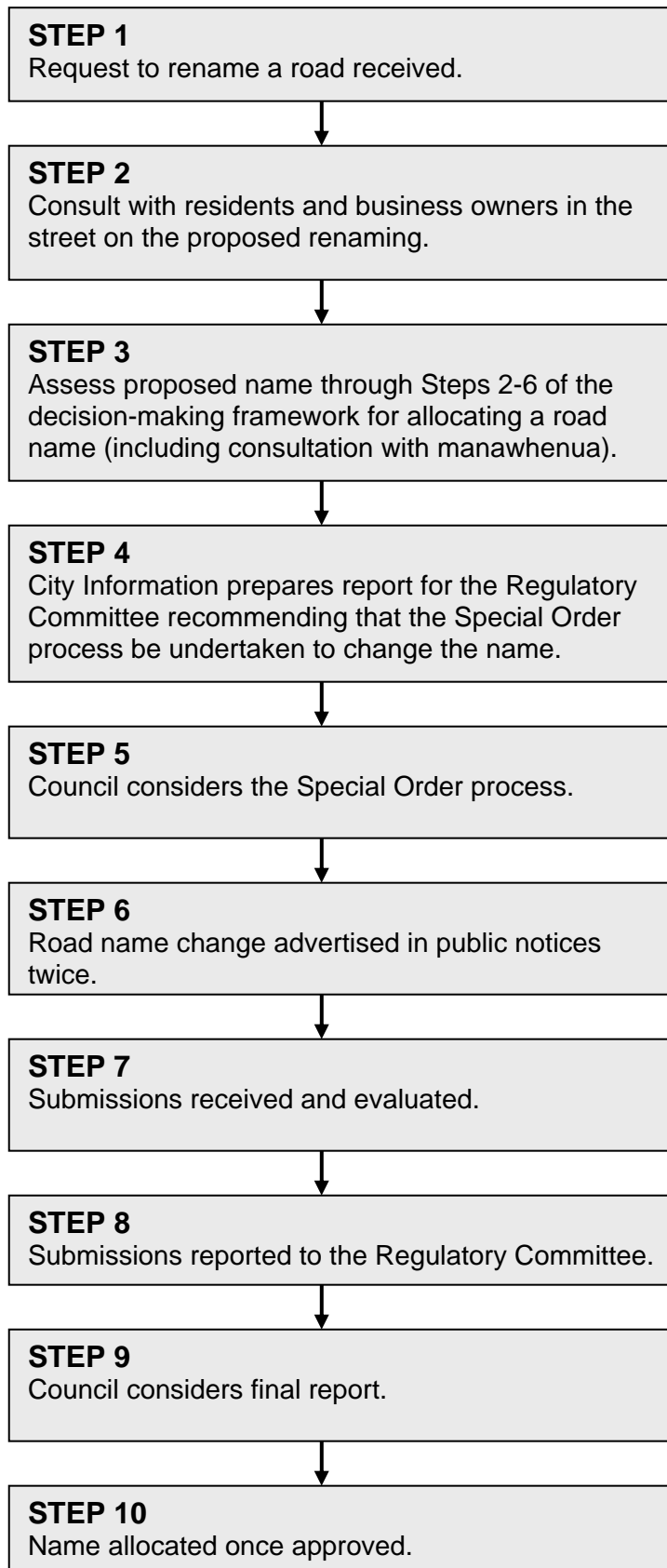
**Step 9      Final report to Council**

If agreed by the Regulatory Committee, the report is forwarded to Council for consideration.

**Step 10     New name allocated**

Once final Council approval is received, City Information informs LINZ, the Electoral Office and WRC of the new name.

### DIAGRAM 2: PROCESS FOR RENAMING AN EXISTING ROAD



**PART C: DECISION-MAKING FRAMEWORK FOR ADDING A NAME TO THE ‘LIST OF APPROVED BUT UNALLOCATED ROAD NAMES’**

The following process describes the decision-making framework for adding a name to the ‘List of Approved but Unallocated Road Names’ (outlined in Diagram 3).

**1. STEPS IN THE DECISION-MAKING FRAMEWORK**

**Step 1 Potential road name identified**

Potential road names may be suggested by:

- members of the public
- manawhenua
- Community Boards (Makara/Ohariu and Tawa) for their respective areas
- local community groups
- local historians
- City Councillors
- Council staff.

**Step 2 Name checked through a Maori language service**

If the name is a Maori name, and is not a name suggested by the manawhenua, it will be checked through a Maori language service to ensure that it is not offensive to manawhenua and Maori and is correctly spelt and interpreted. Names suggested by the manawhenua will be deemed to be correct.

**Step 3 Named checked by the Wellington Regional Council**

Every name will be given to WRC to check against lists they hold of all road names currently used and reserved for use by Councils throughout the Wellington region.

**Step 4 Name assessed**

City Information will assess the name through the:

- style guide
- approval criteria

outlined in Part A of these procedures.

**Step 5 Approval sought**

City Information will provide a report on the name, including information about the reason why the name is appropriate for a road, to the Chair of the Regulatory Committee and a Councillor (to be identified by City Information) for consideration. The Councillor must be a local ward Councillor if the area where the road name would apply has been identified.

**Step 6          Name added to the ‘List of Approved but Unallocated Names’**

Once approved, the name can be added to the ‘List of Approved but Unallocated Road Names’ with the following information:

- date of approval
- any caveats on the use of the name (for example, limitations to a particular area)
- the correct spelling
- the correct interpretation (if the name is Maori)
- reasons why the name is appropriate to be used as a road name.

The list will also show the last date it was forwarded to the Regulatory Committee.

**Step 7          Allocating a name from the list**

Once the name is on the list, it can be allocated by City Information provided one member of the business unit recommends that the name be allocated and two other members agree with the recommendation.

However, should City Information suspect that the name may be contentious or the road is sufficiently prominent to suggest wider consultation would be appropriate, City Information may request the Chair of the Regulatory Committee and a local ward Councillor to make the final decision.

**DIAGRAM 3: DECISION-MAKING FRAMEWORK FOR ADDING A NAME TO THE  
'LIST OF APPROVED BUT UNALLOCATED ROAD NAMES'**

